



Careers on Wheels Career Fair for K–6th Grade

The purpose of this activity is to provide elementary students with the opportunity to learn about occupations in the sixteen career clusters identified by the U.S. Department of Education, specifically those associated with operating vehicles. Designed as an outdoor activity, students will move from exhibit to exhibit and get to look at and touch the vehicles, and talk with the respective business representatives about what it is like to work in that job.

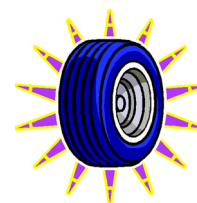
To prepare students for this activity, teachers will want to describe each of the career clusters and give some examples of various occupations with each cluster that relate to helping move people and/or things to different places. Examples include truck driver, railroad engineer, bus driver, ambulance driver, and airplane pilot. For 4th grade and up, teachers may want to include other occupations in the career cluster that support the driver's/operator's efforts such as travel agents, flight attendants, truck mechanics and longshore workers. (Provide Career Cluster Descriptions and examples of occupation for each cluster area provided. (See main menu and click on Career Clusters icon.)

Note: When planning, think about the occupations available in and around your community.

Planning for Careers on Wheels

Five to Six Weeks Before Event

- Identify a committee.
- Choose a date.
- Send out a teacher survey to help generate a list of local businesses that use vehicles. (See Teacher Survey.)
- Determine target audience by grade level and number of students.
- Prepare a career information packet for teachers.
 - Exhibitor's parking layout
 - Career Fair schedule
 - List of exhibitors
 - Business information sheets



Four Weeks Before

- Contact presenters by mail and/or phone. (See Invitation Letter.)
Note: Prepare a phone sheet to record the name of business, type of vehicle, contact person, and phone number and to note if they will participate in the career fair.
- Identify location of break area for students and presenters, registration table, and parking for presenters.
- Prepare schedule. (See Suggestions and Sample Career Fair Schedule.)
- Infuse career activities into the curriculum.
- Explain to students that occupations are grouped (clustered) by how they are alike.

Two Weeks Before

- Send "Participation Letter" to the businesses. (See Sample Participant Letter.)
- Prepare certificates to present to participating businesses.
- Prepare posters for each exhibit with information from the business information sheet.

Planning for Careers on Wheels

One Week Before

- Help students make a list of questions to ask the company representatives. (See Student Career Questions.)
- Use business information sheets to share with students the companies that will be participating in the career fair.
- Assign students as helpers.
- Contact local newspapers for their assistance in publicizing the event.

Day of Careers on Wheels

- Set up one table and two chairs in each booth area, allowing room for students to sit on the ground.
- Explain the exhibitor's map and break time to students.
- Review the school rules.
- Present certificates to the participating businesses.

Day After Event

- Have students write thank you cards.
- Discuss with students academic subjects that presenters said they used in their work.
- Have teachers complete an evaluation of the activity.
- Prepare a press release to send to local newspaper to recognize businesses that participated in career fair. (See Sample Press Release.)
- Send a thank you letter and business evaluation to participants. (See Sample Thank You Letter.)

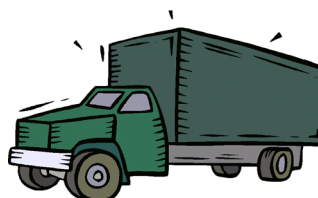
Scheduling Suggestions and Sample Schedule

Following is an example of how to schedule the students through the career stations.

- Determine if one or two classes will be at each career station.
- Determine number of career stations. Try to include one for each career cluster.
- Combine two groups to take a restroom break at the same time.
- Numbers on the chart correspond with the location of the career stations on the school grounds. There are 13 numbers to represent 13 occupations.
- Use a microphone to announce time for students to move to next vehicle. Note: A 10-minute period is recommended for each station.
- Make the business information poster large enough for students to find their stations.

Sample Career Fair Schedule

	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher
9:00 – 9:10	1	2	3	4	5	6
9:10 – 9:20	2	3	4	5	6	7
9:20 – 9:30	3	4	5	6	7	1
9:30 – 9:40	4	5	6	7	*B	*B
9:40 – 9:50	*B	*B	7	1	2	3
9:50 – 10:00	6	7	*B	*B	1	2
10:00 – 10:10	7	1	2	3	4	5
10:10 – 10:20	5	6	1	2	3	4
10:20 – 10:35	STRETCH TIME					
10:35 – 10:45	8	9	10	11	12	13
10:45 – 10:55	9	10	11	12	13	8
10:55 – 11:05	10	11	12	13	8	9
11:05 – 11:15	11	12	13	8	9	10
11:15 – 11:25	12	13	8	9	10	11
11:25 – 11:35	13	8	9	10	11	12



Sample Invitation Letter

Date

Contact Name
Name of Business
Address

Dear _____,

School name will host a "Careers on Wheels" career fair for our elementary students grades _____ through _____ on date of event. This event will provide students with an opportunity to learn firsthand about various occupations they have been studying in class.

We hope name of business will participate by setting up a display/work area with items used in your business, such as vehicle, equipment, literature. Name of school will provide each business with a poster for their area listing the type of career, educational skills required, and income range taken from the "Business Information" page you provide.

The 10-minute presentation by your representative will be repeated 10 to 12 times outdoors in our location of fair such as west parking lot. We have scheduled date of event from _____ to _____ for our students to tour the "Careers on Wheels."

Please complete the following forms if your company can participate, and return them by date. A press release, listing all businesses that participate in "Careers on Wheels" will be sent to the name of local newspaper.

Thank you for taking time out of your busy schedule to share your knowledge and experience with our children, who are tomorrow's workforce.

Cordially,

Name of Committee Chair

Enclosure: Business Information Form

Business Information Form

Business Name _____ Contact Name _____

Address/City/Zip _____

Type of Business _____

Occupations Employed at Your Business

Vehicle(s) to be Displayed

Education Needed (English, math, reading, two-year degree, on-the-job training)

Job Skills—Training (computer training, license, attendance, teamwork)

Salary Range (hourly wage and/or estimated annual salaries for various occupations)

Sample Participant Letter

Date

Name
Address

Dear Name of Contact Person,

Thank you for agreeing to participate in Name Elementary School's "Careers on Wheels" career fair on date. Our students are looking forward to learning more about the careers that will be represented by area businesses. A map is included with instructions for your arrival on day of week morning, and volunteers will be available to direct you to your area beginning at time range.

_____ classes will be scheduled at a time and students will rotate every ten minutes to each business. This will allow you to make number presentations between 9 a.m. and 12 noon. Please wear the uniform or clothes you normally wear to work, and bring any safety gear you use on the job. If you would like to distribute any handouts, please plan for approximately 20 students and one teacher per class per session. Also, please allow a little time for students to ask questions during or after your presentation.

Complementary coffee and juice or whatever you provide will be provided in the morning. Please stay and eat lunch with the students in our cafeteria.

In case of inclement weather, tables will be set up in our gym or cafeteria. Please be prepared to present indoors in case the weather does not cooperate.

Cordially,

Committee Chairperson

Enclosure: Layout of Career Fair

Student Career Questions

1. What do you do in your job?
2. What is a typical day like on your job?
3. What hours do you work?
4. What school subjects are important for this job?
5. How and when did you decide to enter this job?
6. Did you have a career plan that you followed?
7. What do you like best about your work? Why?
8. What do you like least about your work? Why?
9. What changes have happened in your career area since you have been working?
10. What can I do to get ready for a job like yours?

Sample Press Release

Students in grades _____ to _____ at _____ Elementary School had the opportunity to look, touch, experience, and learn about occupations associated with the vehicles on date.

Businesses in town/city were invited to bring their vehicles to school so that students could learn about the various occupations associated with these businesses. There were _____ vehicles located in the school's parking lot. Drivers/Operators of the vehicles described their jobs to the students.

For several weeks prior to the career fair, students studied different careers available at the businesses that brought their vehicles. Students were involved in different lessons and activities related to career education. Chair of Career Fair Committee said, "Providing these activities help our students understand the relevance of school subjects they study in the classroom."

The following local businesses brought a vehicle and participated in the career fair:
List of company names

Sample Thank You Letter

Date

Name
Address

Dear Name of Participant,

Thank you so much for taking time away from your busy schedule to spend time with students at name of school. The "Careers on Wheels" career fair was a success based on student and teacher responses. I hope you found the activity worthwhile as well.

Please share the enclosed thank you letters from our students with all who assisted in planning and presenting your session at our fair.

We hope you will help us evaluate the career fair by responding to the items listed below. Please return your evaluation in the self-addressed, postage-paid envelope that we have provided.

Thanks again,

Name of Committee Chair

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Careers on Wheels Business Evaluation

Please help us evaluate the experience by responding to the following questions. If you need more room, please use the back of this form.

- | | | |
|---|------------------------------|-----------------------------|
| 1. Did the students behave courteously? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Would you be willing to participate again next year? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. What is your opinion of "Careers on Wheels"? | | |
| | | |
| 4. Do you have any suggestions for improving this activity? | | |

Thank you for your time. Please return your response by date you would like feedback.